



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 ARCHITECT REFERENCE FORM**

Instructions

Applicant: Complete items #1 through #3 then forward this form to the licensed architect serving as your architectural reference. All references must have known you for at least one year. Any individual providing a reference may not also verify an applicant's architect experience.

Reference: Complete items #4 through #13. Enclose the form and one copy in a sealed envelope with your signature across the sealed flap. Return it to the applicant (for inclusion in their application package) or mail it directly to the Board at the address above. Your prompt response is appreciated.

1. Applicant's Name

 Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number*

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* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Mailing Address (PO Box accepted)

 City State Zip Code

4. Reference's Name

 Last First Middle Generation

5. State Licensed

 License Number Expiration Date

6. Mailing Address

 City State Zip Code

7. How many years have you known the applicant in an architectural capacity?

8. Have you and the applicant been employed by the same firm?

No ☐

If no, please describe your relationship to the applicant and your personal knowledge of his/her architectural experience.

Yes ☐

If yes, complete the following table.

	First Association	Subsequent Association
Dates		
Name of Firm or Employer		
City, State, Zip Code		
Applicant's Position		
Reference's Position		

9. In your judgment, has the applicant's work been of satisfactory quality and has the applicant exhibited good moral character?

10. In your opinion, has the applicant been exposed to a variety of issues found in the diversified practice of architecture? Elaborate on the involvement and experience upon which this opinion is based.

11. What is the applicant's reputation in his/her chosen profession?

12. Additional comments

13. Signature _____ Date _____